

Margin Settings: DEFAULT: 1" T,B & 1.25" L,R

To Change: File, Page Setup, TBLR = 1". Gutter always stays 0!

Line Spacing: The amount of vertical (up/down) space between lines of text. DEFAULT: Single

To Change: Format, Paragraph, Line spacing = Double.

Headers: text you want printed at the top of the document in the margin area.

Footers: text you want printed at the bottom of the document in the margin area.

Both Headers/Footers can include text, graphics, page numbers, total number of pages, current date, current time.

View, Header/Footer

Print Layout View: Allows you to see the header area and the sides of your page/document. *(Third button on status bar)*

Normal View: Allows you to simply type your information in a document. Margins and Header/Footer area cannot be seen. Page breaks are identified by a dotted line across screen. *(First button on status bar)*

Online View: Allows you to view your document as it would be in HTML format. *(Second button on status bar)*

Outline View: Allows you to view your document in outline format. *(Fourth button on status bar)*

Click and Type: simply double-clicking in document area allows you to format that item.

Smart Tag: can be used to perform specific actions. Use indicator to identify a smart tag (i.e: purple dotted underline)

AutoComplete Tip: When typing, Word displays the completed word/phrase above the characters. To save typing time, simply press Enter. (i.e.: Use when typing the date)

Shortcut Keys: -- more efficient than using the mouse. Keyboard key combinations allow you to format text quickly.

Ctrl+E = Center Alignment

Ctrl+L = Left Alignment

Ctrl+R = Right Alignment

Ctrl+S = Save

Ctrl+C = Copy

Ctrl+V = Paste

Ctrl+P = Print

Ctrl+B = Bold

Ctrl+I = Italic

Ctrl+U = Underline

Word Count: use when you are required to type a report/essay/research paper with a minimum number of words.

To use: Tools, Word count. May/May Not include footnotes in your count.

Automatic Page Break: Soft Page Break: When Word automatically inserts a page break (new page) for you.

Background Repagination: when Word recomputes (figures out) the position of the breaks when you add, delete or modify your document.

Manual Page Break: Hard Page Break: When you insert a page break (new page) into your document.

To Add: Insert, Break, Page Break.

Hyperlink: shortcut that allows a user to jump easily and quickly to another location (in same doc or different doc or web pages)

To create as you type: type full web-address, beginning with **http://**

Once you have finished typing and hit spacebar or enter, Word automatically links the URL.

Jumping: process of following the hyperlink to its destination.
(Ctrl+clicking)

Thesaurus: Allows you to find synonyms for your text. *Tools, Language, Thesaurus. ~or~ Select, Rt. Click, Synonyms.*

Synonym: means the same/similar/identical/matching/alike.

Ctrl+Home = Takes you to the top of your document.

Ctrl+End = Takes you to the end of your document.

Navigating a Hyperlink: Ctrl+click. (jumping)

Section Breaks: A word document can be divided into any number of sections. (along with numerous pages)

****A new section** must be created whenever you want to **change the page formatting.** *For example:*

Title page = Center alignment

Proposal = Top alignment

If you ever need to change: top margin, page alignment, paper size, page orientation, page number position, or contents or position of headers, footers, or footnotes, **you must create a new section.**

*That way, you will be able to change the formatting of the next section without compromising the first section. **i.e.:** Using both Vertical and Top alignments in the same document*

To create a section break: Insert, Break, go to the SECTION BREAK TYPES.

There, you decide where the section break begins:

Next Page continues on a new page

Continuous continues where your cursor is.

To remove a section break and all the formatting: Click on the **left** side of the break and hit the **“DELETE”** button.

Delete: erases everything on the RIGHT side of the cursor

Backspace: erases everything on the LEFT side of the cursor

Creating Headers and Footers in Different Sections

Header is at the top of your page

Footer is at the bottom of your page

Creating a **Different Header** on the First Page:

Cursor **must** be on **1st line** of **2nd page**

View, Header/Footer, Insert information needed in

Header/Footer

SAME AS PREVIOUS button must **NOT** be selected if you **DO NOT** want to have the same header as on the first page.
(Which is a different section)

To Page Number Differently in a Section:

- Click INSERT Page Number button on Header/Footer toolbar

- Highlight (select) that number
- Click FORMAT Page Number button on Header/Footer toolbar
- Choose START AT in the Page numbering area and pick number to begin in document.
- OK

To create a Footer Different from the Previous Section Footer

- Make sure you are in the correct section of your document
 - Insert Footer
 - Follow same instructions as with a Header.
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To select NON-adjacent Text: Hold down the Ctrl key and select, then Format all at the same time.

Formatting Paragraphs and Characters:

Widows – the last line of a paragraph displayed by itself at the top of a page

Orphan – the first line of a paragraph displayed by itself at the bottom of a page

To Control Widows and Orphans: Somewhere in the paragraph: *Rt-click, click Lines and Page Breaks tab, check Keep Lines Together and Widow/Orphan control, OK*